

Market Range Detail - Office Assistant Specialized

Effective Date

October 23, 2006

Market Range Title Description

Under general supervision, performs a variety of specialized support duties. Incumbents are expected to exercise independent judgment within guidelines and departmental policies and procedures. Duties include preparing and processing specialized paperwork, providing information to public and other agencies, responding to inquiries and concerns from the public and other agencies, and handling money deposits, bonds, fines and various payments. Includes entry/journey and senior level positions.

Market Range

Minimum Hourly Rate

\$13.06

Midpoint / Hiring Maximum

\$16.00

Maximum Hourly Rate

\$18.94

Likely Minimum Qualifications

- High school diploma or GED
- 1 year to 2 years of experience performing specialized clerical duties
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Administrative Specialist
- Assoc Info Systems Tech
- Business Services Specialist
- Career Lab Specialist
- Clinic Finance Specialist
- Corporate Services Specialist
- Data Analyst
- Educational Svcs Grant Spec
- Estate Field Assistant
- Facilities Technician
- Garnishment Specialist
- Graphic Services Specialist
- Intake/Disability Specialist
- Minutes Coordinator
- Procurement Assistant
- Purchasing Assistant
- Recruitment Services Spec
- School Liaison
- Tax Lien Specialist
- Transportation Mobility Spec
- Vital Registrar
- Animal Licensing Specialist
- Bilingual Coordinator
- Call Center Specialist
- Case Information Specialist
- Code Enforcement Tech
- Criminal Subpoena Server
- Data Collection Specialist
- Electronic Document Mgmt Tech
- Exec Support Specialist
- Finance Research Specialist
- GIS Clerk
- HR Customer Service Specialist
- Litigation Specialist
- Office Assistant Specialized
- Program Support Spec
- Quality Assurance Specialist
- Resolution Specialist
- Service Writer
- Tax Services Specialist
- Trial Division Specialist
- Animal Services Specialist
- Business Office Specialist
- Campaign Finance Specialist
- Client Services Assistant
- Contract Specialist
- Customer Service Specialist
- Desktop Publisher
- Epi Data Specialist
- Facilities Specialist
- Flood Insurance Info Spec
- Grant Support
- Initial Services Assistant
- Logistics Specialist
- Payroll Services Assistant
- Public Information Aide
- Records Processor
- Right of Way Specialist
- Supply Specialist
- Transcriptionist
- Vaccine Specialist

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.